Approved 1/21/13 by Pers. Comm.

CLARK COUNTY LAND CONSERVATION DEPARTMENT 517 COURT STREET NEILLSVILLE, WISCONSIN 54456 TELEPHONE 715-743-5102 FAX 715-743-5154

LAND CONSERVATION DEPARTMENT WORK POLICY

This work policy has been prepared to set forth the privileges and responsibilities of Clark County Land Conservation Department employees while on duty. This work policy is in addition to and supplements the Clark County Personnel Policy, defined in the Administrative Manual and Employee Handbook Parts 1 & 2. This policy is not intended to limit the rights of employees, but rather to define those rights so the Department can attain its objectives and maintain the expected continuity of services to the public in an orderly manner. Each County employee represents this Department and Clark County, as a whole. Therefore, the manner in which each employee works and conducts themselves and their general behavior and appearance reflect upon the Department and the County.

Failure to obey any of the items listed in the work policy shall be sufficient grounds for disciplinary action. In all cases, the Department considers discipline to be a corrective action necessary for the overall improvement of the Land Conservation Department.

The following work rules shall be implemented effective March 1, 2013:

1. Work Hours

- a. Employees may be expected to work hours that do not coincide with the normal courthouse hours of 8:00am-4:30pm, Monday through Friday. It is not uncommon for work to occur before 8:00am, after 4:30pm, or on weekends.
- b. Since the Courthouse may be closed during times employees are working, employees are required to fill out a department time card on a weekly basis, both on Monday with their "anticipated hours" and also on Friday with their "actual hours".
 - i. The department time card will list the "anticipated" and "actual" hours and timeframes worked.
 - ii. The department timecard must be approved by the department head on a weekly basis.
- c. Employees are expected to work a 40 hour work week. A flex schedule consisting of some combination of days equaling a 40 hour week may be implemented subject to the approval of the department head.
 - i. The approved employee flex schedule may be altered, at any time, by the department head in order to accomplish the department workload and maintain continuity of operations.
 - ii. An employee may propose to alter the approved flex schedule; however, any proposal must be approved by the department head before implementation.
- d. During times when employees directly report to the courthouse, the punch clock is expected to be used.

- e. In instances when the employee directly reports to a job site (to or from work) and a punch is missed, the missed punch must be accounted for with a written explanation on the employee's department timecard. Failure to provide an explanation may result in loss of time worked.
- f. Falsification of hours on the department timecard will result in immediate discipline.
- g. If an employee is tardy or absent without permission, the employer shall exercise its judgment in the evaluation of given excuses and unexcused absences. Habitual tardiness and/or absence without permission are grounds for immediate discipline.
- h. Employees shall come prepared to work and dress in a manner that is appropriate for the job site and conditions. The Department will not compensate employees for a lack of preparedness.

2. Usage of PTO and Banked Vacation Time

- a. Employees wishing to schedule time off will have an option of using time accumulated in the vacation cash balance account or PTO.
- b. Requests may be denied based upon the operational needs of the Department.
- c. When a paid holiday is observed during an approved (4) four day work week, the employee has the option to use PTO time, banked vacation time, unpaid time, or work an additional 2 hours (i.e. 12 hour work day) to complete the 40 hour work week.

3. Overtime

- a. Employees may be required to work overtime, but only as directed.
- b. Employees shall receive time and one-half (1½) pay for all time worked in excess of forty (40) hours worked per week.
- c. PTO pay and/or Holiday pay is not applicable toward accumulating hours toward the 40 hours worked week.

APPLICATION AND IMPLEMENTATION

The above work policy becomes effective immediately, March 1, 2013. Application and implementation of these rules shall be uniform throughout the Department.

Approved this 18th day of January, 2013

CLARK COUNTY LAND CONSERVATION COMMITTEE

	Fritz Garbisch, Chair
	Duane Boon
	Rick Opelt
·	Don Koerner
	Jim Erickson
CLARK COUNTY LAND CONS	ERVATION COMMITTEE
(Approved)	
CLARK COUNTY PERSONNEL	COMMITTEE
(Approved)	

EMPLOYEE ACKNOWLEDGEMENT

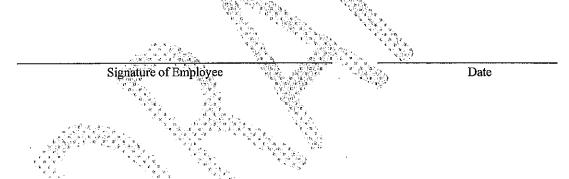
Land Conservation Department Work Policy

RECEIPT FORM

I have received my copy of the Clark County Land Conservation Department Work Policy. It is my responsibility to read and understand the contents of these rules and to keep up-to-date with any subsequent changes. I understand that the County may add to, delete, modify, correct, or update any or all of the material in this work policy in order to respond to changing circumstances and conditions. I understand that it is my responsibility to ask the Land Conservation Department for clarification if I do not understand a particular section of this work policy.

No verbal representations may be deemed to alter or contravene the content or intent of this work policy. Only the Land Conservation Committee, or it's designee, may waive or alter the provisions of this work policy. This waiver or alteration must be in writing.

By his or her signature, the employee hereby declares that they have read and understand the provisions within the work policy and agree to abide by it.



LAND CONSERVATION DEPARTMENT EMPLOYEE TIME SHEET

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TOTAL	HOURS			TOTAL	HOURS				
ANTICIPATED TIME CODES			ACTUA	ACTUAL TIME CODES					
PTO Paid Time Off				PTO_	PTO Paid Time Off				
OT Overtime: Time and One-Half				OT Overtime: Time and One-Half					
AP Auto Pay			1 1	AP Auto Pay					
Total Hours				-	Total Hours				
EMPLOYEE INITIALS DATE			EMPLOY	EMPLOYEE INITIALS DATE					
DEPT. HEAD INITIALS DATE			DEPT. H	DEPT. HEAD INITIALS DATE					
MISSED	PUNCHE	s							
DATE		<del></del>	(TIME) AND EXPLA	NATION					
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EMPLOYEE SIGNATURE

DATE

DEPT. HEAD SIGNATURE

DATE

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Lick Opel	_ Rick Opelt	
Lon Solimi	Don Koerner	
Im Erickson	Jim Erickson	
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CLARK COUNTY LAND CONSERVATION CO	OMMITTEE	
(Approved 1-18-13)		
CLARK COUNTY PERSONNEL COMMITTEE	2	
(Approved)		